

STUDENT INSTRUCTIONS FOR THE LICENSING EXAMINATION

The licensing examination process (including the retest) MUST be completed within one (1) year of the completion of your Commission's mandated basic training courses, regardless of your graduation date.

Requests for a specific accommodation for a disability must be made in writing to the Commission. At least 60 days is required for consideration of such requests. For further information, contact the Standards Compliance Section at 517-322-6525. The Commission follows the requirements of all applicable legislation.

To be admitted to the test, you **MUST** have **ALL** of the following:

1. Pre-service candidates must have an appropriate authorized signature on the admission slip;
2. A valid driver's license (if no picture appears on your license, you must also present pictured identification).
3. Contact MCOLES at (517) 322-6525 to register for the scheduled test date.

***It is important to verify your eligibility with your college
or training director prior to traveling to the test site.***

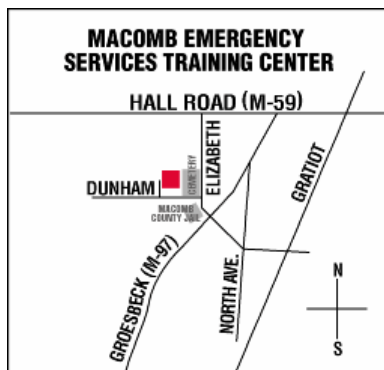
RESULTS NOTIFICATION: You will receive only a pass/fail score for this exam. After all verification has been completed, you will receive a letter notifying you of the status of your licensure. You will not receive a separate exam results notification.

**Please allow three (3) to four (4) weeks for official notification.
If you fail the initial administration of the exam, you will receive written notification
within two (2) weeks after the date of the initial exam administration.**

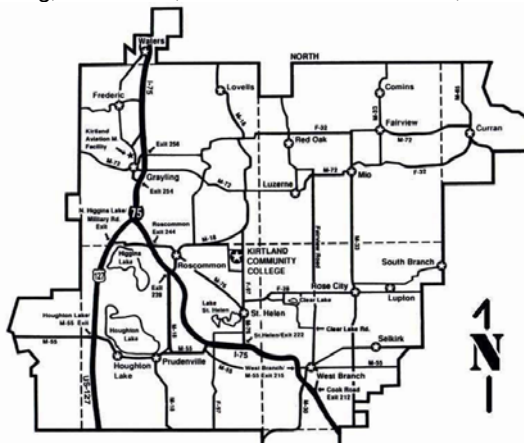
TESTING SCHEDULE January through June 2006

<u>Date 2006</u>	<u>Location</u>	<u>Time</u>
January 19	MCJ	9:00 a.m.
February 24	KLCC	10:00 a.m.
March 16	MCJ	9:00 a.m.
April 28	KLCC	10:00 a.m.
May 25	MCJ	9:00 a.m.
June 9	KLCC	10:00 a.m.

The **MCJ** location is the Macomb Emergency Services Training Center, 21901 Dunham Rd, Clinton Twp., Michigan. The **KLCC** location is Kirtland Community College, Administration Building, Room 135, 10775 N. St. Helen Road, Roscommon, Michigan.



Macomb: Travel Groesbeck (M-97) highway to Elizabeth Road. Turn west on Elizabeth for one block, then south on Dunham Road. Turn right at the first driveway into the Center. First gray brick building on the right.



Kirtland: From I-75 going North. Take St. Helen Exit 222 and go north to F97 to the school. From I-75 South take the Roscommon Exit 244 to town and go North (left) on M-18 – 6 mi. and follow the signs: from US27 North. Take Military Rd. Exit to town and go north on M18 – 6 mi. to signs.

Name: _____ Test Date: _____

School: _____

LICENSING EXAM ADMISSION SLIP

The licensing examination process (including the retest) **MUST** be completed within one (1) year of the completion of your basic training track courses, as mandated by the Michigan Commission on Law Enforcement Standards, regardless of your graduation date.

Requests for a specific accommodation for a disability must be made, in writing, to the Commission. A minimum of sixty (60) days is required for consideration of such requests. For further information, contact the Standards Compliance Section at (517) 322-6525. The Commission follows the requirements of all applicable legislation.

It is important to verify your eligibility with your college or training director prior to traveling to the test site.

Name: _____ Date all track courses completed: _____

Address: _____ Telephone: _____

City, State, Zip: _____ Social Security Number: * _____

Driver License Number: _____ * This information is confidential and is protected by the Federal Right to Privacy Act.

TRAINING DIRECTOR: I have examined the credentials of the above named student and have determined that this candidate: (1) has successfully completed the Commission's mandated curriculum, and (2) has successfully completed the degree requirements for this college to comply with Michigan's Administrative Rules 28.4102(g,h,j).

By signing this form, I certify that the following documentation has been forwarded to the Commission: (1) The Pre-service Student Record (TC-23), and (2) either a statement of completion of a preliminary audit verifying the student qualified for a degree, or, an official final transcript indicating the student has been granted a degree qualifying this student for the Commission's licensing examination, as mandated by Rule 28.4102(k).

DOCUMENTATION MUST BE RECEIVED AT THE COMMISSION'S OFFICES BY THE FIRST DAY OF THE MONTH, OR 10 WORKING DAYS (whichever is greater) PRIOR TO THE DATE ON WHICH THE STUDENT INTENDS TO TEST.

No candidate will be admitted to the test site without an authorized signature on this form.

Director's Signature

Date

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS STAFF USE ONLY:

Proctor Signature

Date

Scoring Official: _____

Pass: _____ Fail: _____
Compliance: Mandatory